

**TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION, APRIL 2007**

**JOB TITLE: INSPECTOR, EROSION AND SEDIMENT CONTROL
PUBLIC WORKS DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, performs duties of a technical nature for the Public Works Department by identifying erosion and sediment control violations for the Town. Work involves investigating, inspecting, and enforcing State, Federal, and Town erosion and sediment codes. Work requires substantial public contact and latitude for independent judgment regarding violations and proper course of action. Job requires State certification for Erosion and Sediment. Employee must exercise tact and courtesy in frequent contact with the development community, property owners and the general public. Reports to the Director of Public Works.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Reviews grading plans to determine if locations of erosion and sediment controls are acceptable.

Travels to and inspects all construction sites to confirm proper construction, compliance with all applicable codes and placement of erosion and sediment control (pre-construction) measures.

Verifies proper maintenance and effectiveness of erosion and sediment control, bi-weekly.

Takes appropriate action to resolve complaints and/or correct violations.

Maintains records such as Record of Inspection, inspection logs, Notice of Compliance, and stop work orders, etc.

Takes, investigates, and finds solutions for Department of Public Works' complaints requiring field investigations.

Performs field visits and conducts map/plan research to support engineering analysis.

Receives and/or reviews various records and reports including approved erosion and sediment control plans, owner name, contractor name and telephone number, certified land disturbance information, start date, etc.

Prepares and/or generates various records and reports including inspection log – start date, inspection reports and photographs, notice to comply, stop work order, complete inspection record, etc.

Refers to Federal laws and regulations, State laws and regulations, Town laws and regulations, Erosion and Sediment Control handbook, Town building and construction codes, etc.

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Operates a variety of equipment such as computer, printer, fax, various hand tools, measuring devices, copier, etc.

Uses drafting instruments and supplies, carpenter tools, compass, surveying tape, secretarial and clerical supplies, and computer software such as Microsoft Word, Microsoft Outlook, Microsoft Excel, Microsoft Photo Editor, etc.

Interacts and communicates with various groups and individuals including Civil Engineer, land owner, certify land disturber, contractor/developer, County Building Inspectors, and the general public.

ADDITIONAL JOB FUNCTIONS

Investigates complaints.

Performs routine administrative / office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, etc.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate's degree plus two years of education related to soil erosion and sediment control or civil engineering and construction related education. Experience required for the job is two to three years previous experience and/or training involving soil erosion and sedimentation control, construction site inspections, and construction plan interpretation; or any equivalent combination of education, training, and experience, which provides the required skills, knowledge and abilities. Job requires certification as a Certified Erosion Prevention and Sediment Control Inspector and a valid driver's license. Must have successfully completed required courses and certification; may be required to possess additional certification(s) as deemed necessary by the Town.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, drafting supplies, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Work involves sitting much of the time, but may involve walking or standing for periods of time, and stooping, kneeling, crouching, crawling, pushing, pulling, climbing, and balancing during inspections, as well as performing duties in severe weather conditions. Must be able to lift/carry weights of up to twenty pounds. Able to walk across rough terrain.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

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Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, maps, procedural manuals, directories, etc. Requires the ability to prepare correspondence, reports, forms, maps, logs, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of technical instructions in mathematical and diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures, and policies of the Public Works Department as they pertain to the performance of duties of the Inspector. Has knowledge of the organization of the Department and of related departments and agencies. Has knowledge the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the process involved in inspection to ensure compliance with applicable standards and regulations. Has knowledge of the standards and regulations that apply to construction and operations. Is able to review plans, specifications, and

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ship drawings and ensure compliance is upheld in these documents. Has the knowledge and ability to conduct field surveys and measurements to collect data on existing conditions to facilitate infrastructure design/drafting. Is capable of preparing required reports and documentation using prescribed format and producing error free work. Is able to apply principles of rational systems to solve practical problems on a daily basis. Is able to make independent decisions based on knowledge and understanding of the utility industry. Has knowledge of how to maintain an effective and positive relationship with the general public, supervisors, and other Town personnel. Has knowledge of how to communicate effectively, tactfully, and persuasively with members of the public in difficult situations which may arise. Is skilled in the compilation of records and information necessary in the preparation of the various reports required by local and State regulations. Is able to apply principles of teaching and has knowledge of training methods and is able to instruct others through explanation, demonstration, and supervised practice. Is able to make effective presentations. Is capable of providing guidance and assistance to members of the general public as needed. Is able to perform required mathematical calculations with minimal errors. Has knowledge of modern office practices and procedures, and standard clerical techniques. Is able to use common computer-driven word processing, spreadsheet and file maintenance programs. Is able to interpret cadastral, ortho-photo, topographical, subdivision, land use, road and other related maps. Is able to establish and maintain moderately complex records and files. Is able to exercise considerable tact and courtesy in frequent contact with property owners and the general public. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co- workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time- off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

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Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.